
1.0 PURPOSE

1.1 BACKGROUND

This Citywide Injury and Illness Prevention Program (IIPP) establishes written procedures for implementation of the Citywide Safety Program. The IIPP assigns responsibility towards preventing, controlling, and eliminating hazardous or potentially hazardous conditions in the workplace and serves as the “backbone” for all City Safety Programs.

The Cal/OSHA IIPP requirements are found in Title 8, California Code of Regulations, Section 3203, *Injury and Illness Prevention Program*. This regulation requires that every IIPP address eight areas:

- 1) Responsible Persons
- 2) Employee Recognition & Discipline
- 3) Communicating Safety
- 4) Inspections
- 5) Correcting Hazards
- 6) Employee Safety Training
- 7) Accident Investigation
- 8) Recordkeeping

1.2 SCOPE

This IIPP shall apply to all City departments and offices directly responsible to the City Manager. It is also requested that elective offices and other independent offices and departments comply with the IIPP in the interest of administrative uniformity.

This IIPP shall cover all City employees and all other workers controlled, directed, or directly supervised by the City on the job to the extent that the workers are exposed to work-related hazards associated with their job assignments.

Note: This IIPP does not contain information regarding detailed hazard assessments for each department; rather, it is intended to establish citywide policy and provide guidelines for departments to follow.

1.3 POLICY

The City is committed to providing the safest possible workplace for its employees as well as protecting the public and environment. This commitment is based largely on the City's development of a comprehensive IIPP. This program is essentially designed to identify, correct and prevent hazards and provide training to all employees in safe work practices.

It is the intent of the City to comply with all laws and policies relating to workplace safety. Since operations vary citywide, each department shall implement their own Code of Safe Work Practices, comply with all safety regulations, and foster a safe and healthful workplace. The Code of Safe Work Practices is in essence safety rules and procedures that employees shall be trained on to follow.

All employees shall read this IIPP and sign the "Employee Acknowledgment Form" at the end of this document. Each department shall maintain this form as part of the department safety records for the term of the employee's employment with the City.

2.0 DEFINITIONS

- 2.1 Accident/Incident: An event that results in unintended harm or damage (i.e., injury, illness, death, property damage, or loss in productivity).
- 2.2 Employer: Any person in a business who has employees, either paid or unpaid, where the employer receives a benefit from the work of the employee.
- 2.3 Employee: Any person who works on behalf of an employer, whether paid or unpaid.
- 2.4 Employer-Employee Relationship: The employer of an employee is determined more by whom supervises the work, rather than who pays the employee.
Note: Temporary employees and contractors may become the responsibility of the host employer rather than the temp agency or contractor company under the employer-employee relationship. Also included are volunteers, workers in roles of charity, and disaster relief.
- 2.5 Hazard: Any unsafe practice, procedure, or condition that, if left uncontrolled, may contribute to an accident/incident.
- 2.6 Near-Miss: An event where harm to employees or the public or where property damage was narrowly avoided and might not be successfully avoided in the future. Examples of such cases include, but are not limited to, a slip on a wet surface with no injury, chemical spill with no exposure, or a mechanical failure such as dropping a load from a crane or forklift with no injuries.
- 2.7 Qualified Instructor: Unless otherwise specified, a qualified instructor shall be defined as any person who can effectively communicate, instruct, and train employees in the hazards and safe-work practices associated with a work-related task or job assignment through specific training or job experience.

3.0 RESPONSIBLE PERSONS (IIPP – 8 CCR 3203(a)(1))

- 3.1 **CITY MANAGER**: The City Manager shall be responsible for the City's overall safety program and require that all affected departments and offices comply with the requirements of department IIPPs.
- 3.2 **DEPARTMENT HEADS**: Department Heads shall have the ongoing responsibility to implement the IIPP and to ensure the safety of employees under their control. This is accomplished by communicating the City's emphasis on safety, analyzing work activities for hazard identification and correction, ensuring regular workplace inspections, providing safety training, and encouraging prompt employee reporting of safety concerns without fear of reprisal.

- 3.3 BUREAU MANAGERS, DIVISION MANAGERS, SUPERINTENDENTS (Field Operations), AND LINE SUPERVISORS: Bureau Managers, Division Managers, Superintendents and Line Supervisors shall be responsible to implement the IIPP and safety in their work areas; ensuring that employees under their control receive appropriate training, coordinate workplace inspections, ensure that timely correction of workplace hazards occurs, discipline employees for safety infractions, request financial resources necessary for the correction of safety hazards, and maintain documentation. Line supervisors shall ensure that a current copy of the IIPP is maintained at each establishment and available for employees to review, and be available to answer employee questions about the Program.
- 3.4 EMPLOYEES: All employees shall be responsible to follow general safe work practices as well as any Code of Safe Work Practices. All employees are responsible to promptly report safety hazards and injuries in the workplace, refrain from entering into work tasks that require specialized training, protect themselves from recognized and uncontrolled hazards, and not remove, displace, damage, or destroy any safety device, safeguard, notice or warning used in any work area, or interfere in any way with their use by another person.
- 3.5 CITY SAFETY OFFICER: The City Safety Officer shall verify that the Citywide IIPP remains current. Tasks include, but are not limited to, providing safety support to departments, collecting OSHA 300 and 300A logs from departments in order to track, analyze, measure, and report accident prevention performance. These OSHA Accident Experience Reports will be provided to Department Heads and the City Manager quarterly. Departments are encouraged to request assistance from the City Safety Officer to help comply with the City's Safety Programs.
- 3.6 DEPARTMENT SAFETY OFFICERS: The Department Safety Officer's primary role is to support the Citywide Safety Program and to implement programs within their department to improve departmental safety performance, develop hazard assessment protocols, and develop effective safety training.
- 3.7 DEPARTMENT SAFETY COORDINATORS: Each Department Safety Coordinator has the following responsibilities:
- Review safety policies and procedures,
 - Coordinate basic safety inspections on a monthly basis, and
 - Ensure material discussed at Citywide Safety Coordinator meeting is disseminated to employees in their department.

4.0 EMPLOYEE RECOGNITION & DISCIPLINE (IIPP – 8 CCR 3203(a)(2))

4.1 DISCIPLINARY ACTION

- 4.1.1 Failure to comply with safety rules and procedures may result in disciplinary action, including verbal and written warnings that may ultimately lead to termination. If an employee is found to be negligent, immediate termination may result.
- 4.1.2 Any employee who is discovered to be in possession of, or under the influence of alcohol or drugs, may be subject to disciplinary action.

- 4.1.3 Improper handling or misuse of City of Long Beach equipment (vehicles, tools, property, personal protective equipment, safety devices, industrial hygiene devices, etc.) by an employee may be cause for disciplinary action.
- 4.1.4 Any violation or deviation from safety rules, procedures, or regulations may be considered just cause for and may result in disciplinary action as follows:
 - Verbal warning
 - Written warning
 - Suspension with/without pay
 - Suspension subject to termination, reassignment or demotion

4.2 EMPLOYEE EVALUATIONS

- 4.2.1 Supervisors are given the opportunity to evaluate their employees safety performance as part of the employee appraisal process. A specific safety factor on the performance appraisal form has been provided to allow supervisors the opportunity to rate their employees work habits, as they relate to safety.
- 4.2.2 Supervisors are required to accurately reflect the employees approach towards safety by marking the appropriate box on the form. Accurate completion of the performance evaluation assists the City in providing recognition to those employees who perform their work assignments in a safe manner. The evaluation also assists the City in informing employees that need to improve their work habits as they relate to safety.

4.3 RECOGNITION PROCEDURE

- 4.3.1 Department Heads may incorporate into their occupational health and safety program measures that motivate employees continuous improvement of performance on desired safe behaviors.
- 4.3.2 **Letter of Recognition** – Employees who enhance the City's Safety Program through the development of safety devices, area or equipment specific safety procedures; or employees who participate in significant environmental, health and safety activities will be formally recognized by the City for their efforts. The procedure for employee recognition will be completed as outlined below.
- 4.3.3 Any employee who witnesses or becomes aware of a co-worker's extraordinary efforts to improve safety through successfully raising the level of safety awareness in their work area, may nominate in writing their co-worker for a **Letter of Recognition**.
- 4.3.4 The written nomination must include:
 - A description of the honorable action that makes the employee a candidate for the **Letter of Recognition**,
 - The date the action was taken, and
 - A description of the positive effect the action has had on co-workers.The written nomination must be forwarded, by the nominator, to the City Safety Officer, with a copy sent to their supervisor, for review and consideration.
- 4.3.5 If the City Safety Officer feels that the act by the employee merits formal recognition, the City Safety Officer will prepare the **Letter of Recognition**.
- 4.3.6 The Department Head or Bureau Manager, and/or other appropriate level of management supervision signs the **Letter of Recognition**.
- 4.3.7 Whenever possible, the **Letter of Recognition** will be formally presented to the employee at a recognition meeting or department safety committee meeting scheduled at the employee's work location.

- 4.3.8 A copy of the **Letter of Recognition** shall be forwarded, by the Bureau Manager, to the Human Resources Department for placement into the "recognized employee's" personnel file, and a copy shall also be placed in the employee's departmental personnel file.

5.0 COMMUNICATING SAFETY (IIPP - 8 CCR 3203(a)(3))

5.1 BULLETIN BOARD POSTINGS

- 5.1.1 Personnel bulletin boards are located at worksites throughout the City.
Many questions regarding worker rights and responsibilities can be answered by reviewing the materials contained on these bulletin boards.
- 5.1.2 City Safety Coordinator meeting summaries shall be posted on the bulletin boards for a period of one month for employee review.
- 5.1.3 Code of Safe Work Practices, which are generally each Department's safety rules, shall be posted on the bulletin boards when they are initially implemented. The bulletins remain on the bulletin boards for at least 30 working days following their initial release/implementation date.
- 5.1.4 The OSHA 300A Summary of Work-Related Injuries and Illnesses shall be posted on this bulletin board during the time period of February 1 through April 30 of each year.
- 5.1.5 Employees are to be directed to read and become familiar with the location of, and the materials posted on the bulletin boards on a weekly basis.

5.2 ANONYMOUS HAZARD NOTIFICATION BY EMPLOYEES

- 5.2.1 Open communication between employees and supervisors is encouraged. However, in order to provide all employees with an opportunity to inform the City of environmental, health and safety concerns without fear of reprisal, two methods of anonymous notification have been implemented. These methods are:
- Providing a written notice of safety concern via interoffice mail to the City Safety Officer using the "**Employee Hazard Notification**" form, or
 - Anonymously informing the City Safety Officer at (562) 570-6476, of the existence of a safety concern.

The "**Employee Hazard Notification**" form shall be posted near the Personnel Bulletin Boards.

- 5.2.2 Whether contacting the City Safety Officer or using the "**Employee Hazard Notification**" form, employee notifications must indicate:
- The nature of the concern,
 - The location,
 - Where appropriate, the names of individuals involved.
- 5.2.3 The City Safety Officer will notify the site supervisor, Administrative Officer or Department Safety Officer of concerns that are received. All notices (corrected and uncorrected) are to be submitted, via the site supervisor, to their Department Safety Committee for review and proposed corrective action. If a hazard notification is received from a department that does not have a department safety committee, the concern will be reviewed at the Citywide Safety Coordinators meeting.

5.3 SAFETY MANUALS AND TRAINING

- 5.3.1 A valuable resource for all employees is the Citywide Health and Safety Manual. The Health and Safety Manual contains a detailed compilation of the various safety

programs and policies developed and implemented by the City. An employee can find detailed information on the City's safety policies and procedures in this manual.

5.3.2 Manuals shall be located in:

- Site supervisor's office,
- Bureau Manager's office
- Administrative Officer's office
- Risk Management Bureau City Safety Office Division
- Department Safety Officer's office, and
- City Safety Office Intranet Website

5.3.3 Manuals are available for employee review during regular working hours, or as otherwise needed to perform work assignments safely. Casual review of the Citywide Health and Safety Manual is to be done on the employee's own time (i.e., during break, lunch, after or before the work shift begins).

5.3.4 Specialized training may be required before performing certain jobs within the City. Some of these jobs may include sewer work where entry into confined space is required, equipment repair where energy sources must be locked out, industrial truck operation, etc. Employees who are uncertain of their job training requirements or training qualifications are required to discuss their concern(s) with their direct supervisor, Department Safety Coordinator, Department Safety Officer, or City Safety Officer before proceeding with the assignment.

5.3.5 Bureau Managers, Division Managers, Superintendents, and/or Line Supervisors shall ensure that new employees or transferred employees are trained on the IIPP and the general hazards of the employee's job. Training must also be given whenever new substances, processes, or procedures, or new equipment are introduced to the workplace and represent a new hazard within 30 days of the new hazard being introduced. This training must be documented.

5.3.6 Material Safety Data Sheets (MSDSs) provide information on the potential hazards of products or chemicals. Hard copies of MSDSs for the chemicals used at a site shall be readily available to employees. If an MSDS is found to be missing, a new one must be obtained through a written request to the manufacturer. A copy of this request should be kept until the MSDS arrives. Online sources of MSDSs are acceptable provided that information is readily accessible to employees.

5.3.7 All equipment shall be operated in accordance with the manufacturer's instructions as specified in the equipment's operating manual. Copies of operating manuals must be kept with each piece of equipment at each site. Employees who are unfamiliar with the operation of a piece of equipment or its potential hazards must at least read the operating manual before using the equipment and verify their understanding to be correct through an experienced operator, supervisor, or designated competent person.

6.0 INSPECTIONS (IIPP – 8 CCR 3203(a)(4) & (6))

6.1 FORMAL INSPECTIONS

6.1.1 Two types of formal inspections shall be conducted on a regular basis:

- Monthly inspections, and
- Annual site environmental, health, and safety inspections.

6.1.2 In addition to the identification and correction of safety concerns through the monthly or annual inspection process, all employees must understand that the informal identification of hazards must also be addressed.

- 6.1.3 Supervisors shall conduct daily inspections of their areas that are considered to be high hazard (e.g., commercial vehicles, forklifts, equipment guarding, construction sites, cranes, backhoes, skidloaders).

6.2 MONTHLY CHECKLIST INSPECTION PROCEDURE

- 6.2.1 Certain types of safety equipment (e.g., fire extinguishers, safety showers, eyewashes, etc.) are to be inspected monthly. In order to satisfy this requirement, each department is responsible for developing their own area/site specific checklists, and attach a copy to this IIPP or use IIPP Form 7, "**Inspection Checklist**" or IIPP Form 8, "**Office Inspection Checklist**." If the aforementioned checklists are used, then all findings shall be documented using IIPP Form 6, "**Hazard Correction Report**." A copy of the departmental checklist should also be submitted to the City Safety Officer for review and comment by the 10th of each month for the previous month's inspection.
- 6.2.2 The Bureau Manager, Division Manager, and/or Superintendent shall ensure that the area/site checklist is completed monthly, by either completing the checklist personally or by assigning the responsibility to an employee under his/her supervision. The Bureau Manager shall submit a copy of the inspection findings to the City Safety Officer.
- 6.2.3 Upon completion of the inspection, the Bureau Manager, Division Manager, and/or Superintendent ensures that all deficiencies identified are corrected, and any uncorrected safety deficiencies are appropriately addressed in a timely manner.
- 6.2.4 The City Safety Officer will keep statistics on each bureau.
- 6.2.5 Monthly safety inspection checklists may be disposed of after one year.

6.3 ANNUAL SITE ENVIRONMENTAL, HEALTH, AND SAFETY INSPECTIONS

- 6.3.1 Annual inspections will be completed to ensure that:
- All necessary safety records are appropriately maintained;
 - Health and safety inspections have been completed in accordance with this document; and
 - Employee training is current and consistent with the appropriate training matrix.
- 6.3.2 The annual inspection will be completed by the City Safety Officer or designee with the following individuals assisting:
- Department Safety Officer or Safety Coordinator;
 - The Bureau Manager or their appointed supervisor; and
 - A supervisor or manager from another facility who is familiar with the area/facility operation (optional).

6.4 ANNUAL INSPECTION PROCEDURE

- 6.4.1 Establish a time and date for the inspection.
- 6.4.2 Begin the inspection in a formal setting.
- 6.4.3 Review the previous year's accidents, accident trends, and accident statistics for the bureau and the facility being inspected.
- 6.4.4 Review safety records (e.g., facility inspections, training records).
- 6.4.5 Determine if corrective actions for safety deficiencies identified on the Monthly Safety Inspection Checklist have been addressed.
- 6.4.6 Conduct a physical inspection of the area/facility and list deficiencies, with corrective actions on the annual Inspection Report.

6.5 INFORMAL IDENTIFICATION AND CORRECTION OF SAFETY CONCERNS

- 6.5.1 The informal identification and correction of safety concerns allows employees, who identify a potentially hazardous situation, the opportunity to report the hazardous condition to their supervisor and to correct the noted condition (e.g., chemicals improperly stored, damaged tools, etc.).
- 6.5.2 All employees during their daily work activities, shall look for any condition that may lead to a hazardous situation.
- 6.5.3 The employee who identifies a potentially hazardous condition that may lead to injury, illness, or death, shall take appropriate action to immediately correct the identified safety deficiency. The employee shall notify their supervisor of any corrective action needed or taken.
- 6.5.4 Safety deficiencies that do not pose a threat of injury, illness or death shall be addressed in a timely manner.
- 6.5.5 Supervisors shall ensure that known safety deficiencies are appropriately addressed.

6.6 IMMINENT HAZARDS

- 6.6.1 If a condition poses an immediate danger of serious harm or bodily injury and cannot be corrected immediately, the operation must be stopped until the necessary repairs (if needed) can be made. In all cases, the supervisor controlling the work area must be notified immediately. All affected work in the area should cease if necessary and affected personnel notified of the situation. Where appropriate, all affected equipment must be properly locked-out/blocked-out and tagged.
- 6.6.2 If the hazard cannot be immediately corrected without endangering employees or property, all personnel must be evacuated except those essential personnel required to abate the hazard. Such individuals shall be equipped with necessary safeguards before addressing the situation. The City Safety Officer shall be notified as soon as possible.

6.7 PREVENTATIVE MAINTENANCE PROGRAMS (PM)

- 6.7.1 Preventative Maintenance Programs present the opportunity to identify health and safety hazards, and to initiate work orders for correction before serious situations arise.
- 6.7.2 Because Preventative Maintenance Programs are such an effective means of identifying potential and existing problems, all sites are required to follow their established Preventative Maintenance schedules.
- 6.7.3 When employees identify health and safety concerns of a potentially recurring nature they should investigate the need, with the assistance of their supervisor, to regularly inspect the process or equipment contributing to the concern, as part of the Preventative Maintenance Program.

7.0 INVESTIGATION OF ACCIDENTS/INCIDENTS/NEAR-MISSES (IIPP- 8 CCR 3203 (a)(5))

7.1 REPORTING

- 7.1.1 Employees who are injured at work must report the injury immediately to their supervisor. If non-emergency medical treatment for work-related injuries or illnesses is needed, contact Occupational Health at 570-4050. If emergency medical treatment is needed, call 9-9-1-1 or from a cell phone (562) 435-6711. The injured party will be taken to the appropriate hospital or medical center.
- 7.1.2 Upon becoming aware of an employee injury or illness, the supervisor will:

- Seek the assistance of emergency services if the injury or illness is of a serious or life threatening nature, or
- Assess the need for medical attention if the injury or illness does not appear to be of a serious nature. If the supervisor determines that the employee should seek medical attention then the employee is to be directed to Occupational Health.

7.1.3 The direct supervisor must complete IIPP Form 1, “**Supervisor’s Report of Incident**” and forward to the City Safety Officer within 48 hours of the incident.

7.1.4 See Addendum B for accident/injury paperwork guidelines.

7.2 INJURY AND ILLNESS INVESTIGATION

7.2.1 For each injury or illness reported, the supervisor must investigate the accident to determine the root cause and implement the corrective action needed to prevent recurrence.

7.2.2 Supervisors will be trained in accident investigation and Systematic Causal Analysis Technique.

7.2.3 Supervisors may seek the assistance of the City Safety Officer or the Department Safety Officer when conducting an accident investigation.

7.2.4 All near-miss incidents must be reported by employees and investigated by supervisors.

8.0 TRAINING (IIPP – 8 CCR 3203 (a)(7))

8.1 SAFETY TRAINING

8.1.1 Employee safety training shall be provided at no cost to the employee and shall be conducted during the employee’s normal work hours on City time. Safety training shall be performed by a qualified instructor. All safety training must be documented using the IIPP Form 10, “**Safety Training Attendance Sheet**” form. Training records shall be maintained for at least 5 years.

8.1.2 Every employee must complete IIPP Form 9, “**Safety Training Assessment.**” This form shall be used to develop an employee’s safety training profile. New employees shall complete this form within 2 months of their hire date and submit to their supervisor for review. After review by the supervisor, the form shall be sent to the City Safety Officer. This form shall be re-submitted to the City Safety Officer when an employee transfers to a new position or duties of the current position change in that the required safety training would also change.

8.2 NEW EMPLOYEE TRAINING

8.2.1 Before beginning their job assignment, all new employees shall complete the following instruction:

- Citywide safety policies and procedures,
- Safety rules, both general and specific to the job assignment,
- Safety rule enforcement policy,
- Where, when, and how to report injuries,
- Where, when, and how to report unsafe conditions,
- Review emergency action plan,
- Requirements for personal protective equipment,
- Importance of housekeeping, and
- Proper lifting procedures

This training may be performed by the employee's supervisor and shall be documented using IIPP Form 2, "**New Employee Safety Orientation.**"

8.3 COMPREHENSIVE SUBJECT STUDY

- 8.3.1 The City Safety Officer assists in the development of the City's Safety Training Schedule. Supervisors shall be trained on the hazards to which employees under their immediate control are likely to be exposed. This training is intended to aid the supervisor in understanding and enforcing proper safety measures.
- 8.3.2 Supervisors shall ensure that each employee they supervise receives appropriate training based on the anticipated hazards associated with their job duties and the proper precautions needed for those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards include, but are not limited to, new equipment, hazardous materials, and procedures.
- 8.3.3 Safety training is also required when employees are given new job assignments that include hazards that they have not previously been trained on, and whenever a supervisor is made aware of a new or previously unrecognized hazard.
- 8.3.4 Specific hazard safety orientation shall be given to all employees and documented using IIPP Form 3, "**Specific-Hazard Safety Orientation.**" The intent of this training is to ensure that employees have received training and instruction on all safety hazards associated with their current position.

8.4 Safety Meetings

- 8.4.1 Bureaus that have employees in the field at least 90% of the time are required to have at least two safety meetings per month. The safety meetings should be used to discuss safety concerns, common hazards, critical task analysis, or new hazards associated with upcoming projects. Supervisors should use the tailgates to educate their employees about basic safety hazards inherent to their job. Departments that have primarily an office workforce shall hold quarterly safety meetings. The quarterly safety meetings may be incorporated into regular departmental meetings.
- 8.4.2 Videos are available on a wide range of topics, including hazard communication, chemical safety, and other hazards. Videos may be used to supplement, **not replace**, face-to-face safety instruction, as long as trainees have an opportunity to ask questions of a qualified instructor.
- 8.4.3 Field departments may request the assistance of the City Safety Officer or Department Safety Officer to aid in the development of material for the safety meetings.

9.0 RECORD KEEPING (IIPP- 8 CCR 3203 (b)(1) & (2))

9.1 TRAINING RECORDS

- 9.1.1 Each Department is responsible for maintaining employees' safety training records.
- 9.1.2 Hard copies of safety and health training records are to be maintained for no less than three (3) years.

9.2 INJURY AND ILLNESS REPORTS

- 9.2.1 Copies of the "**Supervisor's Report of Incident**" shall be forwarded to the City Safety Officer for review and retention. A copy of the report should also be maintained at the site where the injured/ill employee works.
- 9.2.2 Supervisor's Reports of Incident are maintained for five (5) years.

9.3 MEDICAL EXAMINATIONS & RECORDS

9.3.1 Employee medical information and exposure records must be maintained for the duration of employment, plus 30 years.

9.4 CITY-WIDE SAFETY COORDINATOR MEETING SUMMARIES

9.4.1 Summaries from the Citywide Safety Coordinator meetings shall be maintained for a period of three (3) years by the City Safety Officer.

9.4.2 Department Safety Committee meeting summaries must also be maintained for a period of three (3) years.

10.0 SAFETY COMMITTEES (IIPP – 8 CCR 3203(c))

10.1 DEPARTMENT SAFETY COMMITTEES

10.1.1 Safety Committees are to be established and maintained in accordance with this section.

10.1.2 As directed by the Department Head, each department may establish a Safety Committee that meets no less than quarterly.

10.2 COMMITTEE MEMBERSHIP

10.2.1 It is the responsibility of the Department Head to select the committee chair and to establish and ensure that their committees are functioning as outlined in this document.

10.2.2 As appropriate, members of management may or may not participate in the Safety Committee Meetings. However, the committee chair is responsible for directly reporting and discussing committee issues with management, following any meetings held.

10.2.3 Safety Committees shall consist of at least:

- Chair, as appointed by the Department Director,
- At least one employee representing the trades, or other professional group, and
- Bureau Safety Coordinators.

10.3 COMMITTEE PURPOSE

10.3.1 The purpose of the Departmental Safety Committee is to:

- Review results of the periodic scheduled work site inspections, and address corrective actions needed.
- Review accident reports to follow-up on corrective actions needed to reduce the likelihood of future incidents.
- Develop and submit suggestions to management for preventing future incidents.
- Review Department's Code of Safe Work Practices, and
- Review alleged hazardous conditions brought to the attention of any committee member, and propose methods for the correction of safety concerns.

10.4 PROCEDURE FOR CONDUCTING SAFETY COMMITTEE MEETINGS

10.4.1 The chair of each Safety Committee:

- Ensures that the Committee is meeting no less than quarterly,
- Prepares the agenda, gathers inspection reports, accident reports, and employee suggestions for corrective action, prior to the meeting, and
- Maintains meeting summaries and "Action Items."

10.4.2 Meeting minutes must be maintained for a period of three (3) years.

EMPLOYEE ACKNOWLEDGMENT FORM**TO ALL EMPLOYEES****Message from the City Manager**

The City of Long Beach has developed a comprehensive Injury and Illness Prevention Program. The goal of this program is to minimize the frequency and severity of employee injuries and accidents, and to comply with all laws that affect our operations. It is designed to eliminate or control hazards in the workplace and train employees in safe work practices.

Accident prevention is a key part of any successful organization. We know that accidents cause physical and mental pain, but are also costly in terms of dollars and lost productivity. Efficient accident prevention is directly related to our overall success and well being.

Although the ultimate responsibility for our safety program lies with managers and supervisors, the program cannot succeed without the cooperation of every employee. Everyone must be one hundred percent safety conscious in everything we do while on the job. All employees are expected to follow safe work practices, obey safety rules, and wear the required personal protective equipment. I am confident that with a sincere and concentrated effort from everyone, our success in safety will continue to grow. Thank you for your continued support.

I have received, read and understand the Injury and Illness Prevention Program of the City of Long Beach.

Employee Name (Print)

Employee Signature

Date

ADDENDUM A – IIPP FORMS

Form Number	Form Name	Use
1	Supervisor's Report of Incident	Completed for every injury or property damage accident, submit to City Safety Office & Workers' Compensation within 48 hours of accident
2	New Employee Safety Orientation	Completed for every new hire or employee that transfers to a new department
3	Specific Hazard Safety Orientation	Completed for each new employee or transferred employee to document hazard specific safety training
4	Job Safety Analysis	Completed for positions/tasks that have high accident rates
5	Employee Hazard Notification	Must be posted in every department/building for employee use
6	Hazard Correction Report	Used to summarize findings of monthly safety inspections
7	Safety Inspection Checklist	Must be completed monthly for each building, send to City Safety Officer by 10 th of each month
8	Office Safety Inspection Checklist	Must be completed monthly for each building or floor (i.e., City Hall), send to City Safety Officer by 10 th of each month
9	Safety Training Assessment	Must be completed by each employee and submitted to City Safety Officer, resubmit when employee changes positions or tasks of the job change
10	Safety Training Attendance Sheet	Use to document safety training